



CITY OF SAINT PAUL

Mayor Christopher B. Coleman

DEPARTMENT OF PARKS AND RECREATION
PARK PERMIT OFFICE

Permit Rules and Regulations

The Department of Parks and Recreation retains the right to shutdown any rental for any violation of the permit rules and regulations, city ordinances, or laws that are violated without refund of the rental fee.

CONTACT NUMBERS:

If problems arise during rental, please contact one of the following for assistance:

DAY AND TIME	CONTACTS	PHONE NUMBERS
MON thru FRI 7 a.m. – 4 p.m.	PARK PERMIT OFFICE	651-632-5111
*EARLY MAY THRU EARLY OCTOBER	EVENING PICNIC STAFF OR WEEKEND SUPERVISOR	651-248-2525
MON thru FRI 4 p.m. – 10 p.m.		
SAT & SUN 7 – 10 p.m.		
MON thru SUN 7 a.m. – 10 p.m.	**PARKS SECURITY	651-248-1732

*Staff is available only during the picnic season and listed times.

**Contact when unable to reach anyone from the first two phone numbers listed.

UNLOCKING FACILITIES: For facilities that must be unlocked, staff will arrive 15 minutes prior to rental time and will wait no longer than 30 minutes past the start time listed on the permit for permit holder to arrive.

CLEANUP OF SITE/FACILITY: The Department of Parks and Recreation retains the right to collect damages from the permit holder if site/facility is left in an unacceptable manner and requires extensive cleanup or repair by Parks staff. Permit holder is responsible for repair/replacement costs of park property damaged/destroyed as a result of their event.

Facilities/shelters must be vacated by the end of rental session listed on the permit (this includes cleanup time). For rentals scheduled until 10:00 p.m., all takedown and cleanup must be completed and facility vacated by 10:00 p.m. If facility is not vacated on time, an additional \$50.00 per hour rental fee will be applied.

CHANGES: There will be a \$10.00 charge each time a permit is changed (time, date, location, etc.).

CANCELLATIONS: Refunds for cancellations require at least a 14 calendar day notice of cancellation in advance of an event otherwise the fee is not refundable.

REFUNDS: No refunds (or changes to permit date) are given due to weather conditions or inoperable fountains. Refunds will be issued as follows:

Original Fee Amount	Refund Reduced by
\$0.01 - \$10.00	No Refunds Given
\$10.01 - \$50.00	\$10 Reduction
\$50.01 and up	\$25 Reduction

NOTE: *Refunds will not be issued for the fountains not being on, or for inclement weather.

The Department of Parks and Recreation reserves the right to cancel a reservation up to two weeks prior to the date. The Department will not be liable for any penalties, but will make a full refund of rental fees. The Department will make every effort to relocate reservation if another facility is available within the Department's jurisdiction.

CATERED EVENTS: Events being catered with an estimated attendance of 250 people or more are required to use caterers from the *Parks and Recreation Approved Caterers List*. The list of licensed and approved caterers will be available after March 1, 2010. Caterers not currently on the approved list may contact the Park Permit Office at 651-632-5111 for further information on how to be added to the list.

Please be advised the information on permits is given to those caterers on the *Department of Parks and Recreation's Approved Caterer's* list. If requested, the information will be provided as it is public information. If you do not want your name and phone number shared with these caterers, please contact the Park Permit Office at 651-632-2407.

DELIVERIES: All deliveries must be made during the rental period. Items cannot be stored at site. All equipment/supplies must be removed at the end of the rental period.

ELECTRICITY: If electricity is available at a site, it is 110 volts. Multiple crock pots, coffee pots and roasters may cause overloads on power source.

EQUIPMENT: No equipment (tents, rides, inflatable, etc) can be placed on parkland without prior written authorization from the Permit Office and payment of additional fees.

LARGE STRUCTURES: Events with structures such as a stages, platforms, bleachers, scaffolding, air-inflated or membrane structure, tents, or a building of any size (temporary or permanent), contact DSI plan examiners, at 651-266-9007, to arrange for a review of the proposed structure.

ALCOHOL: The possession or consumption of alcohol is prohibited in City parks, except as designated below:

The possession and consumption of non-intoxicating malt liquor (containing not more than 3.2% alcohol by weight) is permitted from 8:00 a.m. to 8:00 p.m. within the designated picnic areas in Cherokee, Como, Harriet Island, Highland and Phalen parks, and at Rice and Arlington, McMurray and Dunning fields. Glass beverage containers are not allowed.

AMPLIFIED SOUND: Amplified sound (music, DJ's, bands, sound systems, etc.) in the park system must be approved by Parks staff at least 7 days prior to event and must be listed on reservation permit. Some amplified sound requires a City of Saint Paul noise variance. Call 651-632-5111 for assistance.

BALLOONS: Balloons are prohibited on zoo grounds.

Balloons ingested by animals can compromise their health and, under the most extreme circumstance, may contribute to or directly cause the death of a zoo animal. This includes visitors with balloons and balloons at events and other activities held on zoo grounds. Balloons are allowed in the picnic areas outside of the zoo grounds in Como Park.

INSURANCE REQUIREMENTS: If insurance is required for an event, the permit holder must obtain a public liability automotive coverage from a company licensed to do business in the State of Minnesota. Such insurance will be at the minimum of \$500,000 per individual claim, and \$1,500,000 in aggregate, and include the City of Saint Paul being named as an additional insured.

SIGNAGE: For events requiring signage, **please do not** attach signs to trees with nails or staples or paint or permanently mark the curb or pathways. Use cardboard signs that can be easily removed or stakes that can be pounded into the ground or freestanding signs. If you plan to use staked signs, you must contact the Park Permit Office at 651-632-5111 at least 7 days in advance so a utility locate can be done. Remove all signs when your event is over.

WALKS, RUNS, AND BICYCLE EVENTS: All walks/runs/bicycle events must provide clear direction to inform participants that the appropriate paths must be used and all park rules observed during event participation. If a BICYCLE EVENT is being held, please remember that in many areas bikes and pedestrians must use the same pathways. Please forewarn participants.

MARKING PATHS AND/OR ROUTES: For events that need to mark paths and/or routes, **only chalk, cones or flags** may be used. Spray paint of any kind is prohibited.

DOGS: Dogs must be effectively restrained on a leash no longer than six feet. Dogs may only be "off-leash" in a designated City of Saint Paul Off-Leash Dog Area. An "Off-Leash Dog Area" is provided at Arlington/Arkwright Park. Owners and/or handlers of dogs must prevent their animals from the pursuit or harassment of wildlife or wildlife nests, burrows or habitat in any park property. An owner or person handling a dog is responsible for feces clean-up, and must carry a device for such clean-up. Violation of this Ordinance may result in a fine of \$108, or five hours of public lands fecal clean-up. Dogs are not allowed in the Como Zoo area.

FIREWORKS: Fireworks are not allowed on park property.

VEHICLES: **Parking vehicles on the grass is prohibited.**

Vehicles parked on grass are subject to being tagged and towed at the owner's expense.

EMERGENCY ACTION PLANS FOR VISITORS AND PARTICIPANTS:

It is the intent of the City of Saint Paul, Department of Parks and Recreation, to make your visit to our facilities a safe and enjoyable experience. The picnic facilities are not severe weather facilities; please take necessary precautions to ensure your safety. You are using this park space at your own risk.

In the event of impending severe weather conditions and/or a medical emergency, please follow these guidelines for your safety and the safety of your guests:

Impending Thunderstorms/ Tornado Warnings/Watches:

- Designate a person to coordinate emergency procedures, if necessary.
- Designate someone to monitor a radio.
- Be prepared. Determine a safe area within the facility (an area away from windows).
- Have an accurate head count of persons in your party.
- Keep your party members together.
- Do not allow people to stand outside or by windows to watch a storm.
- Monitor children's activities.

Medical Emergencies:

- Dial 911. Explain the type of emergency. Stay on line until you are dismissed.
- Designate someone to greet the emergency providers.

Updated 12/09